

May 18, 2005 Airport Commission Minutes

Chairman Schober called the meeting to order at 8:00 a.m. Vice-chairman Crowley and Commissioner Bruce were present. Not present at today's meeting was Commissioner Safro and Secretary Richards and Airport Manager Keith Markano. Others present: Steve Betzler, AOPA; Rodell L Singert, County Board; Andy Groth, Control Tower Chief; John Lotzer, Waukesha Flying Services; Michael Neau, Airport Admin; Ray Perry, Citizen; Val Ramos, Airport Admin; Paul Walter, Citizen; and Chris Wodushek, Waukesha Flying Services.

Approve/modify minutes of April 13, 2005 – A motion to approve the April 13, 2005 minutes was made by Commissioner Crowley. Commissioner Bruce made a second to the motion. The motion passed. (Chairman Schober commented that Commissioner Safro should have excused himself from the meeting when agenda item #6 regarding the assignment of the O'Connor lease to Jack Safro, et al was brought up. He did not vote on this item, but he should not have been present for the discussion either. This will be observed in future Commission meetings.)

Public comment/correspondence – None

Chairman's report – Chairman Schober said he would like to meet with the County Executive on a monthly basis. He will be contacting the County Executive for a meeting date.

Airport Manager's report – Mr. Neau informed the Commission that Mr. Markano had a previous appointment and would not be able to attend today's meeting. On April 23, 2005, Mr. Markano held a meeting with airport tenants and users regarding the gate access control system at the Airport. There were about fifty people in attendance for this informational meeting. Most of the tenants agreed it was time to make this change for access to airport grounds. Some of the tenants said they felt safer with this new system going into place. There may be some fees (\$10-\$25) involved with this new program to cover the software licensing and upgrades. Mr. Markano is looking into this to see what other airports charge for this service.

The WI State Aviation Conference held in Lake Geneva was a success. Former Chairman Ray Perry was presented with the WI Airport Manager's Association's Distinguished Service Award. The presentation was made at the conference banquet Tuesday night. One of the topics brought up at the conference was the secondary containment of parked fueling vehicles. The EPA has ruled that starting in August, all parked fueling trucks and vehicles will require cement burns around each vehicle. AAAE and AOPA have conducted research and have found there has not been one incident in which a fuel spill occurred when a truck was parked. The EPA says you can stage vehicles with the secondary containment, but they have not defined what the term stage means. We will keep you informed on this, as time gets closer to this requirement. Also at the conference, in a conversation with customs and immigrations agents from Milwaukee and Racine, it was mentioned that the possibility exists in the future that major GA airports around the country will be required to have a facility for handling international passengers and their documents, as well as an incinerator for handling international garbage. If this comes to fruition, Waukesha will definitely need to follow this requirement. This is still something way off in the future, but it should be kept in mind should the issue arise.

We are hoping for an August start for the reconstruction of runway 18/36. The FAA is currently working on release of funds. The design work for reconstruction is 80% completed. Once we get the go ahead to proceed, the design phase will be nearly, if not totally completed.

Mr. Markano received a call from Brian Dorow who is involved in a law enforcement-training program at WCTC. They are looking to create a training program dealing with GA airports. He would like to start training law enforcement on handling GA incidents and accidents. Mr. Dorow would like to use Crites Field for training and implement the Airport's Emergency Plan, Security Plan and Access Control system in his work. WCTC has requested a grant from Homeland Defense to undertake this training. From a

community standpoint this would be very good for the airport plus good public relations with its involvement. More information on this will be given at future meetings.

Mr. Neau reviewed the monthly reports with the Commission – Weather – VFR in April 2005 was 98% compared to 96% last April. YTD the VFR is 89% compared to 87% last year.

Traffic Operations – April operations were up 750 compared to April 2004. April 2005 operations were 8,121 and 7,371 in April 2004, and increase of 10.2%. YTD number of operations for April 2005 is 29,263 compared to April 2004 YTD of 25,687. We are 3,576 operations ahead of 2004, an increase of 13.9%.

In March all three airports saw an increase in traffic. Waukesha was up 28.7% and up 15.4% YTD. Timmerman was up 65.4% and up 34.3% YTD. Mitchell was up 7.2% and down 5% YTD.

Fuel – Total fuel for April 2005 was 87,426 gallons compared to 102,737 gallons in April 2004, a 14.9% decrease. April 2005 Jet fuel was 70,662 gallons, a decrease of 17.7% from April 2004. April 2005 100 LL was 16,764 gallons, a .51% decrease from April 2004. YTD 2005 fuel total is 350,024 gallons, 8.1% below 2004 at this time.

Hangar Vacancy – WFS reported 13 open T-hangars as of May 1st, matching the number of February. Two lots remain open in the southeast area, five lots in the ramp area, and eight lots in the southwest area compared to ten in February.

Discussion and action on approval of hangar construction plans for 2311 Aviation Drive (Mach One LLC Vic & Cathy Stottlemeyer) – This item was presented to the Commission by Mr. Neau. Mr. Neau explained that these were the same plans Mr. Walter's had designed for Dr. Russell Lawson and the Commission approved last year. Since that time, Dr. Lawson let the deposit lapse and the lot became available in February. Mr. & Mrs. Stottlemeyer decided to use the existing plans for the hangar with a minor modification. The difference from this set of plans and the original is that in these plans the outside upper level deck has been deleted. These plans were approved in February 2004 with a variance permitted to waive the requirement of a parapet and wainscot since the roof pitch is flatter than 1:12. The plans were sent to Mead & Hunt for review and they noted the following: 1) No information concerning the bi-fold power activated door, cut sheets or shop drawings of the operator need to be supplied; 2) Drainage plan indicated that most of roof water will be caught and directed with the use of gutters and downspouts. Some attention is needed as to how water will drain in ditch line between adjacent buildings. During construction it may be necessary to construct a small swale to ensure this area drains east and west. Approval of the plans is requested by the Commission subject to supplying the information noted by Mead & Hunt, the necessary approvals from the City of Waukesha and the State, as well as execution of the land lease prior to the commencement of construction. A motion was made by Vice-chairman Crowley to approve hangar construction plans submitted contingent upon the information is supplied that was noted by Mead & Hunt, approvals from the City of Waukesha and the State, and execution of the land lease prior to construction. Commissioner Bruce made a second. The motion passed.

Discussion and action on forming a subcommittee for the extension of Aviation Drive – Chairman Schober requested this be on the agenda and presented this to the Commission. He noted that there has been significant interest of accessibility from the Airport to Hwy T. This would also provide emergency access to airport grounds. In order to get some planning on this subject he would like to make up a subcommittee to discuss and meet with City and County officials. Chairman Schober asked former Airport Chairman Perry if he would be interested in serving and heading up this subcommittee. Supervisor Rodell said the plans for this extension are sitting in a file cabinet at the County and available for viewing. A motion was made by Vice-chairman Crowley to appoint Ray Perry to lead and select a group of interested citizens to serve on this subcommittee with him. Commissioner Bruce made a second. The motion passed.

Discussion and action on public relations revenue for the Airport – This agenda item was requested by Vice-chairman Crowley. Mr. Neau gave a recap on reason for cutting PR from Airport Budget. Because of budget cuts starting with the year 2001 and to present, the public relations line item in the budget was cut to absorb this money into other airport operating accounts. Chairman Schober asked Commissioner Crowley what he had in mind for airport PR. Vice-chairman Crowley said that signage at the Airport was a very important issue. Mr. Lotzer said they get many phone calls from people saying they can't find the airport entrance because of poor signage. People pass right by the airport missing the drab sign that is located at the entrance on Aviation Drive and Northview Road. Mr. Neau said the entrance sign is dictated by the County to conform to all County facilities. Vice-chairman Crowley suggested use of the media, website and brochures to promote the Airport. The Airport should have a groundbreaking ceremony for taxiway project 18/36 and invite public officials to the event. We should get more people interested in the Airport, and this can be done with printed materials and promotional offerings. And, we need to find a way to do this with the least amount of money available. Chairman Schober said no one with marketing abilities has been available for this concern. Commissioner Bruce suggested meeting with the County Executive on this subject. Vice-chairman Crowley said he would like to meet with the County Executive to ask his envision of the Airport. Mr. Betzler said there are already organizations on the field that sponsor events at the Airport already that are open to the public. Mr. Groth mentioned that Mr. Rattan's Spaceship 1 might make a stop here at the Airport before going to Oshkosh for EAA. Mr. Betzler said an observation area is badly needed at the Airport for people to come by and see the plans take off and land at the Airport. He also mentioned that the Waukesha Aviation Club has offered to fund this project. Mr. Neau said that in 2003 the viewing area was turned down at budget time. Chairman Schober requested this to be a future agenda item. No action taken, discussion only.

Discussion and action on Capital Project submission list – Mr. Neau reviewed the list with the Commission. He said the list hasn't changed much from the list submitted in previous years except for some items that may be getting a more detailed picture of what is actually necessary. The list still included design and construction for both of the safety areas for 10/28 and an equipment storage building for grounds equipment.

For the safety areas, it is becoming clear that EMAS (Engineered Material Arresting System) may be the best alternative. This would be significantly more cost effective than the other alternatives listed. FAA has convened a working group to look at the specifics of the airport and EMAS. Mr. Neau said the reason for planning these projects in the near term is the same as in the past, to be able to have them programmed and designed in the event we need to perform a runway reconstruction or major repair. In order to be eligible for federal funding for reconstruction or panel repairs we need to comply with the safety area mandate. By having them designed this would aid in being to progress with this type of project as soon as practical. This will also aid in getting state aid programmed. With the upcoming biennial state budget and problems with transportation funding and the FAA's funding mechanism (Vision 100) coming to an end in 2007, the outlook for future funding is not clear. What is clear is that high priority projects, which have been included in the state CIP will get first, shot at available funding.

Over the past several budget cycles the Commission has requested funding for a new equipment storage building. In lieu of a new building at a new location it may be possible to add on to the existing building. The need for this structure has not changed. The current facility was constructed in 1967 for an airport with much less pavement; therefore, it did not require the amount of snow removal equipment to maintain clearance requirements. This equipment storage facility is necessary so that all of the vehicles are here on the Airport and ready to go, not exposed to road salt, and in an enclosed area with heaters and charges to vehicle readiness is maintained.

If this Capital Project list is satisfactory to the Commission, Mr. Neau asked for their approval to submit the renewed list with the modifications noted. A motion to approve and submit the Capital Project list was made by Commissioner Bruce. Vice-Commissioner Crowley made a second. The motion passed.

Future Commission agenda items - Public relations, Airport Signage, Observation Area and CD Presentation on the Airport by Mr. Betzler.

A motion to adjourn was made by Vice-chairman Crowley with a second by Commissioner Bruce. The motion passed.

Meeting adjourned at 9:06 a.m.

Next Commission Meeting: 8:00 a.m. on Wednesday, June 22, 2005

Respectfully submitted

Thomas G Schober
Chairman
5/18/05

DRvr